



DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES
NO. 08-30

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Watershed Section Assessment Unit		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Clean Water Act Section 401 Certifications	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	<ul style="list-style-type: none">Records are created by WQCD staff, systems operators & owners or contractors. <p><i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i></p>	
2.	Agricultural Chemical in the Groundwater documents <ul style="list-style-type: none">A. Memorandum of AgreementB. Work plansC. Annual reportsD. Other miscellaneous documents	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
3.	Commission Hearing Records	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
4.	Groundwater Implementing Agencies <ul style="list-style-type: none">A. Memorandum of AgreementB. Annual reportsC. Consulting reports	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
5.	Groundwater quality <ul style="list-style-type: none">A. Reports of ContaminationB. Other miscellaneous Documents	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
6.	List of Impaired Waters reports (303D)	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
7.	Status of Water Quality reports (305B reports)	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
8.	Surface Water / Other documents and reports <ul style="list-style-type: none">A. Guidance documentsB. General correspondence	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature

Date

Records Liaison Officer's Signature

Date

Attorney General's Signature

Date

State Auditor's Signature

Date



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DEPARTMENT Colorado Dept. of Public Health and Environment	DIVISION Water Quality Control Division	SECTION Watershed Section Assessment Unit	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
9.	Surface Water Quality Standards - General	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	
10.	Total Maximum Daily Load / Waste Load Allocation (TMDL/WLA) reports A. Guidance B. Sediment TMDL guidance C. Correspondence D. Approval letters E. Individual TMDLs by date	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	
11.	Water quality data management / databases	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	

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State Archivist's Signature <i>Larry Fitch</i>	Date 11/2/2007	Records Liaison Officer's Signature <i>Ditzy Hanch</i>	Date 10-05-2007
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 12/17/07	State Auditor's Signature <i>Wanda E. Reg</i>	Date 11/28/07